Pennsylvania

TOBACCO PREVENTION REPORTING SYSTEM
(TPRS)

PRIMARY CONTRACTOR USER MANUAL
CHECK RESTAURANT MODULE

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CHECK RESTAURANT

According to contract deliverable PA20, Primary Contractors are required to inspect each restaurant in their county a minimum of one time per year. To make this process easier to track, a separate module was added to the PA TPRS. To use the Check Restaurant module, the Primary Contractor needs to assign a store to a Provider (i.e., Service Provider or Primary Contractor) who is responsible for performing the check, maintaining the restaurant list in their county, and tracking their activities.

Adding a Restaurant Check

1. From the **Menu Box**, select the **Activities** folder.
   The **Menu Box** will reopen will subcategories displayed under the **Activities** folder.
2. From the **Activities** subcategory list, select **Check Restaurant**.
   The Check Restaurant screen will open.
3. Click the **Add** button.

4. Select the **Restaurant*** that was visited from the dropdown list. This will fill in the full address (**Address**, **City**, **State**, and **Zip Code**) of the restaurant that was chosen.
5. Enter the date that the visit was conducted on in the **Date*** field.
6. Select the **Result*** of the visit.
7. Select the **Seating Capacity*** of the restaurant.
8. Select the appropriate **Signage*** option from the dropdown list.
9. Type in any additional information regarding this check in the **Notes** field.
10. Click the **Save** button.
    *Note: To exit the screen without saving any of the changes, click the **Cancel** button.

Editing a Restaurant Check

1. Select the **Restaurant*** that you wish to edit from the dropdown list.
2. From the list of checks done at this restaurant (located at the bottom of the screen), click on the Selection link next to the check that you wish to edit.

Action Date	Sequence	Result	Record To Select
06/29/05	1	Smoke free	Selection
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3. Once the desired check is displayed, click the **Edit** button.
4. To edit a field that has a predetermined list (i.e., it has a black down-arrow on the right end of the box), select the desired value from the list.
5. To edit a field without a predetermined list, select the field to edit by using the mouse to click inside of it. Use the **Backspace** and/or **Arrow** key on your keyboard to delete the unwanted characters from the field. Then type the information you want in the field.
6. Repeat steps 4-5 until all of the fields have been modified the way you want them.
7. Click the **Save** button.
   ***Note**: To exit the screen without saving any of the changes, click the **Cancel** button.
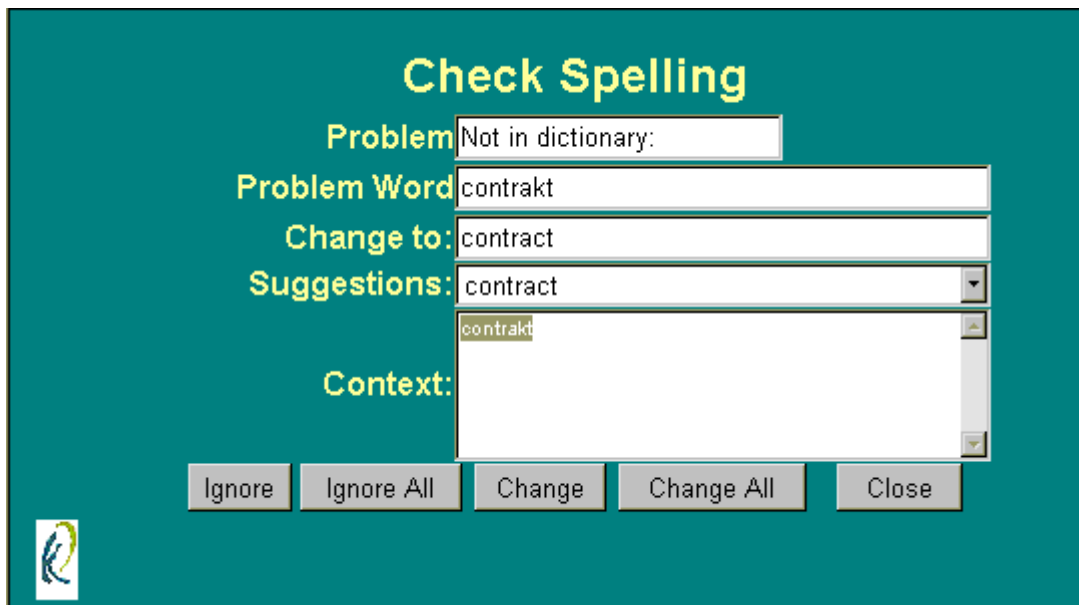

Deleting a Restaurant Check

1. Select the **Restaurant*** that you wish to delete from the dropdown list.
2. From the list of checks done at this restaurant (located at the bottom of the screen), click on the Selection link next to the check that you wish to delete.
3. Once the desired check is displayed, click the **Delete** button.
4. Click **OK** when asked "If you delete this record, you won't be able to undo it. Are you sure?".
   ***Note**: If you do not want to delete this record, click **Cancel**.

APPENDIX

Spell Check Feature

A spell check feature has been added to various sections of the PA TPRS to help eliminate spelling errors. The following section details the various options in the Check Spelling page. When the Spell Check button has been selected a new window will appear displaying the Check Spelling page. The spell check feature will look at any words written within a text box or field.

The following table is a summary of options in the spell check feature.

Option	Description
Change to	When the **Change** button is clicked, the value in the **Change to** box will replace the highlighted misspelled word and the spell checker will continue to the next word. You may type in this field if an appropriate suggestion is not present in the **Suggestions** drop down.
Suggestions	A drop down box of spelling suggestions for the misspelled word. If the word is misspelled but not available as an option in the **Suggestions** drop down – you may type the correct spelling in the **Change to** box.
Ignore	Disregards the misspelling in the highlighted word only and continues to the next word. The next occurrence of the misspelled word will be highlighted for correction.
Ignore All	Disregards the misspelling in the highlighted word and all future occurrences of the word. You will no longer be prompted to fix the spelling. An example when to use this is if your name was highlighted as misspelled – this would be a case to ignore all.
Change	Changes the spelling of the highlighted word to the selected **Change to** word.
Change All	Changes the spelling of the highlighted word to the selected word and all future occurrences of the word.
Close	Closes the Check Spelling window.